

eVA Interface/Integration Technical VITA to E2E Meeting

Meeting Minutes for
April 22, 2004

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 4/22/2004 in Richmond.

Present:

Debbie Adams, DEA	Teresa Anders, SWVTC (phone)
Mary Baker, DMME (phone)	David Mawyer, WSH (phone)
Regina Baxter, SVTC (phone)	Jan Bond, DGS
Dennis Brink, VITA	Vickie Falls, CCCA (phone)
Richard Brough, DSS	Linda Bumgarner, DHCD
Christine Childress, DOLI	Barbara Duval, CVTC (phone)
Joseph Guignon, NVTC (phone)	Frances Vaught, SWVTC (phone)
Jan Fatouros, DGS	Martha Freeland, DMV
Maria Hatcher, DGS	
Steve Hudson, DGS	Cheryl Kimball, DOLI/DCR
Marion Lancaster, DGS	Marcie Lee, VCE (phone)
Beth Lock, DMHMRASA (phone)	Greg Pratt, SWVMHI (phone)
Parvin Mirshahi, DGS	Tim Moore, VITA
Rita Peyton, VITA	Julie Hamilton, ESH (phone)
Tracy Surratt, APA	Dan Rogerson, ODU (phone)
Nelly Romero, DMAS	Rena Roszell, DMAS
Kim Rudisill, DEQ	Tim Sartini, VDOT
Karen Robinson, VITA	Doug Mathews, JMU (phone)
Jennifer Schreck, APA	Steve Seldon, VDOC

A. Approval of Agenda

The informal agenda:

- 1 – Business Process
 - eMall to eProcurement
 - Proposed VITA Process

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- eVA eMall Changes
- 2 – Import/Export Impact
- 3 – Options/Considerations
- 4 – Specific Changes
- 5 – Message Broker Changes

B. Business Process

- eMall to eProcurement
 - Jan Fatouros presented the agenda and discussed the changes identified on the 'Interface Update VITA & E2E Modifications' document provided to the group and agencies attending the meeting by phone. The items discussed are:
 - eProcurement (Professional Buying Tool) in eVA will be fully implemented for agencies transitioning to VITA July 1st. These agencies will be enabled to use this tool.
 - Jan explained that the eMall is a requisition tool. Requisitions are routed from the eMall to the eProcurement tool to allow professional buyers to do further solicitations or create orders/awards. The award or Purchase Order Buysense (POB) is routed back to the eMall as a requisition, then processed as a purchase order and submitted to the vendor.
 - Two check boxes will be added to the eMall requisition screen to allow the user to specify if ALL lines items on a requisition are to be sent to eProcurement tool or if NONE of the line items are to be sent to the eProcurement.
 - Additional values will be added to the PO Category field to identify VITA requisitions that should be routed to the eProcurement Tool. The PO Category value for VITA will start with 'V'.
 - eMall requisitions to be procure by VITA will move to ordered status in the eMall and routed to the eProcurement Tool for further processing by VITA.
 - Requisitions routed to the eProcurement Tool could cause a state wide contract catalog or a spot bid (POB order).
- Proposed VITA Process – In-Scope Agencies
 - Jan Fatouros stated that IT assets will be reassigned and owned by VITA.
 - Agencies will place requisitions in eVA, either directly online or through the import interface.
 - All IT procurements (goods and services) for in-scope agencies will be procured by VITA on behalf of the requesting agency and re-billed to the requesting agency.
 - Two additional workflow boxes may be added to the requisition screen in the eMall to allow additional approver by VITA staff and the AITR (Agency Information Technology Resource) person for the agency.
 - Orders will be shipped directly to the requesting agency for receiving. Agency receives order in eVA for VITA to know when payment should be made to the vendor. VITA is responsible for timely payment.
 - When requisition is placed in eVA, either directly online in the eMall or through the import interface, the PO Category value must begin with a 'V' to indicate that the IT goods or services is to be procured by VITA.
 - Agencies need to identify users to do IT receiving in eVA. A suggestion was made to have on-site VITA staff do receiving. This option is being considered by VITA.

C. eVA eMall Changes

- Requisition Header
 - PO Category – Used for procurement type and routing. New values will be added for VITA IT procurement.
- Workflow Options

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- New Signer rules(s) on the PO Category
 1. One for technical review/configuration
 2. One for the Agency Information Tech Resource (AITR)

Signer rules are based on roles and dollar amount.

- PO Category used to route requisition to the Agency/Central Purchasing or VITA.
- Agencies will be allowed to select VITA's Bill to address.
- Agencies will have separate accounting fields for VITA required accounting values.
- Once an agency is enabled in eVA to start routing requisitions to the eProcurement Tool, prefix of order number will change from 'DO' to 'EP' for requisitions entered online in the eMall.
- Order numbers sent from the ERP to eVA through the import interface will not change.
- Prefix for Purchase Card Orders entered online in eVA will not change. Prefix will remain PCO. VITA is working on defining purchase card process for IT procurement.
- Resulting orders from requisitions sent back to the eMall from the eProcurement Tool have a prefix of 'POB'. This may affect requisition number sent from ERP to VITA.

D. Import Impact

- Requisitions, NOT orders, need to be sent to eVA through the interface.
- Agencies will send VITA PO Category (i.e. VR1) on the requisition.
- Depending on decisions made by VITA/Agency, VITA requisitions may require workflow once imported into eVA eMall.
- Agencies will not be required to send accounting line data.
- BizTalk will manage existing routing flags to route VITA's requisitions to the eProcurement Tool. Also, an additional check box will be added to the interface layout for eProcurement routing.
- VITA will register as a vendor in eVA. If vendor on imported VITA requisition is non-registered, BizTalk will default the vendor to VITA.
- BizTalk will default the Bill to address on the VITA's requisition to VITA's Bill to address (i.e. E136XX).
- There was a discussion on SubObject Code on the accounting line. This suggestions were made:
 - Let BizTalk default the SubObject Code from eVA CARS crosswalk tables based on the NIGP or UNSPSC on the requisition line.
 - After the meeting VITA agreed to use the existing Data Warehouse CARS SUBOBJECT field (based on NIGP to CARS crosswalk) as the default Sub Object for all orders.

E. Export Impact

- To identify orders placed by VITA inspect the Bill to address unique identifier that starts with 'E136'.
- A new field will be added to the end of the Requisition Header record. This is the check box that indicates if the requisition was routed to eProcurement.

F. Requisition Options

- Users at agency enter VITA requisitions directly into eVA.
- Import VITA requisitions with VITA PO Category and let BizTalk (message broker) manage the routing flags to eProcurement.
- Modify interface to fully support requisition requirements.

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G. Items To Be Addressed By VITA

- Mary Baker from DMME would like to know how application support calls, usually paid with credit card, will be handled in eVA.
- Process of Purchase Card orders.
- Surcharge agencies will pay to VITA for processing orders.
- Billing information, including format, to be provided on the invoice (AIT) sent to agency.
- IT purchases that will be handled by VITA.
- The contact for agencies transitioning to VITA is Dennis Brink (Dennis.Brink@vita.virginia.gov). Please contact him for non-technical questions.

The next meeting to discuss the changes to the Interface Layout will be Thursday, April 29, 2004.

Prepared by Maria F. Hatcher

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